

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

HEARINGS AND ENFORCEMENT SECTION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-30

This Schedule Lists Only Those Records
Created and Used by the

Insurance Division
Hearings and Enforcement Section

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division
Hearings and Enforcement Section

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>COMPLAINT FILE:</u> When a settlement is not reached by the Complaint and Investigation Section, the complaint is referred to this section for further action. If a hearing is warranted, the Hearings and Enforcement Section proceeds to issue charges and notices of hearing. A skeleton file is retained and the basic file is used for action at the time of hearing and placed in the Hearings File (Item 2).	Retain skeleton files for three (3) years. Retire to a State Records Center for an additional three (3) years, then destroy.
2.	<u>HEARINGS FILE:</u> Contents include all or some of the following: Inquiry or complaint, examiners reports, correspondence, inter-office memoranda, charges, notes, notices, appeals, copies of policies, papers in evidence, income statements, transcripts and orders on hearings.	Retain permanently. Retain in office for twelve (12) years, then transfer to a State Records Center.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary